

## Mackenzie County

<b>Title</b>	<b>Fuel Flowage at Mackenzie County Airports</b>	<b>Policy No:</b>	<b>FIN033</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 360(4)</b>
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### **Purpose**

The purpose of the Fuel Flowage at Mackenzie County Airports Policy is to establish a procedure for lessees to report fuel flowage and establish penalties for late reporting or failure to report fuel flowage.

### **Policy Statement:**

Mackenzie County holds lease agreements with several individuals and businesses at County airports. A condition of the leases is that lessees which dispense fuel at the airports shall pay a fee to the County based on the amount of fuel dispensed. County airports are also used by persons, which do not hold a lease with the County for certain reasons from time to time. This policy will ensure consistency in reporting and billing for fuel flowage.

### **Definitions:**

The following definitions are used for the purpose of this policy:

**Administration** – means Mackenzie County Administrative staff;

**Airport** – means an airport owned by the County;

**County** – means Mackenzie County;

**Fuel Flow** – means the amount of aviation fuel dispensed by a lessee for its own operations or sold or supplied to a third party, at an airport;

**Fuel Flow Charge** – means the fee, per litre of aviation fuel dispensed, charged by the County in accordance with the Fee Schedule Bylaw;

**Fuel Flow Report** – means a report sufficient to establish the volumes of aviation fuel used, dispensed, and sold during the reporting period;

**Lessee** – means a business or individual who holds a lease with the County at an airport;

**Person** – means any individual, company, or organization that occupies or dispenses fuel at a County airport for any length of time but does not hold a lease with the County;

**Quarterly** – means four (4) periods of three (3) months commencing on January 1<sup>st</sup> of each fiscal year.

**Guidelines:**

1. All suppliers of fuel products must have a current lease agreement with Mackenzie County.
2. In addition to the land rent stated in their lease agreement, applicable lessees at Airports are required to report the amount of Fuel Flow on a quarterly basis.
3. Applicable lessees or persons are required to pay a fee to the County, per litre of Fuel Flow dispensed, in accordance with the Fee Schedule Bylaw.
4. GST shall be applicable to the Fuel Flow Charge.
5. The lessee or person shall submit their quarterly Fuel Flow Report, in writing to Administration, within the first month of each quarter. This includes a null report, if applicable.
  - a) In instances where a person is granted use of an airport due to an event or natural disaster, not longer than six (6) months, the Fuel Flow Report may be submitted when the airport is no longer being used by the person due to the event.
6. The lessee or person shall provide copies of fuel delivery invoices directly from the supplier, to the County upon request.
7. In the event that a lessee or person does not submit their Fuel Flow Report in the timeframe specified in section 4 above, the lessee will be subject to a fine in accordance with the Fee Schedule Bylaw.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2021-03-24	21-03-254
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